

**THE ACADEMY OF SCIENCES AND ARTS
OF THE REPUBLIC OF SRPSKA
BANJA LUKA**



STATUTE

**OF THE ACADEMY OF SCIENCES AND ARTS
OF THE REPUBLIC OF SRPSKA**

Banja Luka, June 2003

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Pursuant to Article 2, paragraph 4 and Article 18, item 1 of the Law on the Academy of Sciences and Arts of the Republic of Srpska (“The Republic of Srpska Official Gazette”, no. 26/93), the Assembly of the Academy of Sciences and Arts of the Republic of Srpska, in its session held on 4th July, 2003, in Banja Luka, passed the following

STATUTE
OF THE ACADEMY OF SCIENCES AND ARTS OF
THE REPUBLIC OF SRPSKA

I – BASIC PROVISIONS

Article 1

The Academy of Sciences and Arts of the Republic of Srpska (hereinafter: the Academy), is the highest institution in the Republic of Srpska (hereinafter: the Republic), in the fields of science, arts, work and representation.

The Academy develops and fosters development of science and promotes the artistic activity.

The Academy is an institution of special national interest for the Republic.

The Academy is composed of its members elected on the basis of the results of their scientific, i.e. artistic work.

Article 2

The Academy is an independent institution managed by its bodies.

The Academy performs its activity based on the Law, these By-Laws and other enactments.

Organisation, manner of work and management are regulated under the Law, these By-Laws and other general enactments of the Academy.

Article 3

The Academy is a legal entity.

The seat of the Academy is in Banja Luka.

Article 4

The Academy has its seal.

The Academy's seal is of round shape and is comprised of an emblem and the text.

The emblem is of circular shape, twenty millimetres in diameter. A cross and four letters S are drawn in the middle of the sign. The sign is encircled with laurel leaves, and tied with a band on the bottom which contains the inscription: ANURS.

The following text is written around the sign: The Academy of Sciences and Arts of the Republic of Srpska, Banja Luka.

Article 5

While performing its tasks the Academy:

- 1) advocates the freedom of the scientific and artistic work,
- 2) fosters scientific and artistic creation,
- 3) provides to its members the conditions for scientific and artistic work and enables discussions on the results of that work on scientific forums,
- 4) organises and endorses performing significant research of national, economic, technical, cultural and educational development of the Republic,
- 5) organises and coordinates research in all fields of science and fosters creativity in various artistic branches,
- 6) considers the situation in the field of science and art in the Republic and provides the state and other bodies and organisations, on its initiative, or at their request, proposals and opinions on promotion of the, organisation of scientific work, i.e. work in arts, education as well as the application of accomplishments of contemporary science and arts,
- 7) participates in defining the general policy in the field of science and arts,

- 8) participates in defining the programs of scientific work, development of cultural activity and education in the Republic,
- 9) participates in adjusting its work with the programs of institutions and organisations in the field of science and culture with which it cooperates,
- 10) fosters methodology of scientific work and develops criteria for evaluation of the results of the scientific work and artistic creativity and promotes scientific criticism,
- 11) assists in professional, i.e. artistic development of scientists and artists and raising the scientific and artistic youth, attends to the development of exceptional talents, i.e. talents in general,
- 12) organises scientific forums, conventions and other gatherings of scientists and artists from the country and abroad,
- 13) collects, arranges and studies the matter in the field of science and arts,
- 14) issues permanent and temporary publications in the field of science, culture and arts and exchanges them with the scientific organisations and institutions in the country and abroad,
- 15) cooperates with scientific, cultural, economic and expert organisations and institutions in the country and abroad,
- 16) performs other tasks too, mandated under the Law and these Articles.

Article 6

The tasks referred to in the previous Article are elaborated in more detail in a long-term program of the Academy's work as well as in the other programs and plans of the Academy.

The Presidency is in charge of taking care of execution of the work programs and plans about which it reports to the Academy's Assembly.

II – ACTIVITY AND ORGANISATION OF THE ACADEMY

Article 7

The basic activity of the Academy is performed within the Academy, as a single body, as well as in departments, scientific centres, institutes, boards and committees.

Article 8

The Academy forms departments for one or more related sciences and arts.

Article 9

Departments and scientific centres are the main bearers of the scientific and artistic work of the Academy and its members.

Article 10

The Academy has four departments, as follows:

1. Department of Social Sciences,
2. Department of Literature and Arts,
3. Department of Natural, Mathematics and Technical Sciences, and
4. Department of Medical Sciences.

Article 11

The boards and committees may be formed within the departments, which, besides the Academy's members, also gather prominent scholars and artists outside the Academy.

Article 12

The Academy may form the institutes, i.e. other institutions that are not a part of its structure.

III – MEMBERS OF THE ACADEMY

Article 13

The Academy's members are as follows: full (academicians), corresponding members, members outside the working structure and foreign members.

Article 14

A corresponding member of the Academy may be elected a full-time member of the Academy based on his/her significant contribution to science, or arts, accomplished after his/her election as a corresponding member of the Academy.

Any person who is a citizen of the Republic who attained distinction in his/her significant scientific, i.e. artistic work may be elected a corresponding member of the Academy.

Full and corresponding members comprise the working structure of the Academy.

Distinguished scholars and artists, who are the citizens of the Republic, but whose residence is outside the territory of the Republic, are elected, as a rule, the members outside the working structure.

A foreign citizen, with his/her distinction in the development of scientific and artistic ties between the country in which he/she works and the Republic, can be elected a foreign member of the Academy.

Article 15

Presidency of the Academy defines the criteria for election of candidates for the Academy members, passes instructions for announcing an opened competition for filling the vacancies and publishes it.

The public announcement is published in a daily paper and is valid for 30 days.

Article 16

Members of the Academy are elected by the Academy's Assembly (hereinafter: the Elective Assembly) in a special meeting.

Full members of the Academy are elected with the majority vote of all full members, and other members of the Academy with the majority vote of all full and corresponding members, while applying Article 30 of these By-Laws.

Article 17

A proposal for election of full and corresponding members and members outside the working structure can be submitted by the following: the Academy's departments, boards, three members of the Academy, faculties, universities, high military schools, scientific institutions, scientific societies, scientific associations and associations and organisations of artists.

All proposals referred to in the previous paragraph should contain the elements referred to in Article 22 of these By-Laws.

Article 18

Election of foreign members is proposed by the Presidency at the initiative of one of the Academy's departments.

Article 19

The Presidency shall announce a day on which the Elective Assembly will take place not later than one month before.

The Elective Assembly of the Academy is held, as a rule, once in three years.

Article 20

Prospective candidates for full and corresponding members and members outside the working structure of the departments are discussed in special meetings of the departments.

Article 21

At the departments' meetings the departments' candidates are elected by secret ballot, by majority vote and at the same time, committees of three Academy's members are appointed for writing of the citation on each individual candidate. Committees for candidates for full members are comprised of full members and the committees for other candidates may be comprised of appointed both full and corresponding members.

At the same meetings the departments appoint a three-member Academy committees that will provide their opinion on the proposals for election of full, corresponding and members outside of the working structure, submitted by the other proponents, referred to in Article 17 of these By-Laws.

Article 22

The citations on the candidates comprise the following: basic biography, bibliography and other data on the candidate, systematised overview and evaluation of his/her work and their results and elaboration on the proposal.

Article 23

Departments decided on the citations, i.e. opinions of the committee at their meetings. The presence of more than a half of the total number of the department's members, while applying Article 30 of these By-Laws, is necessary for valid decision-making on the candidates for full and corresponding members as well as for the members outside the working structure. A decision on the proposal for the election of a candidate is made once, at least two thirds of the present members cast their vote for it, by secret ballot.

If in the first round of voting no candidate gets the necessary majority of votes, the second round of voting is held, at the same meeting, during which all the names of the candidates who got more than a half of votes of the present members are incorporated in the list.

Article 24

The departments submit, to the Presidency of the Academy, their proposals for the election of the candidates who, based on the citations, got the majority votes referred to in the previous Article, as well as the opinions on the proposals submitted by the other authorised proponents referred to in Article 17 of these By-Laws (along with that proposal).

Article 25

A conference of the Academy's members is held within an appropriate period of time.

The persons from the respective departments, charged with reporting, submit a report at the conference about the overall procedure of election in the department and the results of voting.

Reports from the departments are discussed at the conference with the special focus on the proportion of the number of candidates by departments, that is to say, by branches of science and arts.

Article 26

The presidency informs the public about the decisions of the departments referred to in Article 24 and makes public the citations and opinions on the candidates, not later than within 20 days before the elections.

The location where the election material is available and at which time they will be made available for the public shall be published in a daily paper.

Article 27

Proposals for election of members are submitted to all the members of the Academy not later than 15 days before the election assembly. Citations, i.e. opinions on the candidates, bibliography containing the published papers and extract of the decision on candidature are enclosed to the proposals.

The institutions and the citizens submit their remarks and objections to the Presidency of the Academy, pertaining to the citations for the elections of the candidates, in writing and duly signed, not later than within ten days before holding of the Assembly. The Presidency informs the Assembly. The Presidency and the departments provide their opinions to the Assembly, having heard the opinions of the persons submitting reports.

Article 28

Reporters from the departments communicate to the Assembly a short description of the citations of each candidate of the department, as well as the opinions on the candidates proposed by authorised proponents referred to in Article 17 of these By-Laws.

Article 29

An elective committee which is elected from among the Academy's members by the Assembly takes care of conducting voting and determining the results of voting for the election of the Academy's members.

The president of the Academy discloses the results of voting based on the written report of the elective committee.

Article 30

The Elective Assembly can make valid decisions if it is attended by more than a half of the total number of members in working structure. This number is reduced by the number of those members with permanent residence abroad, as well as by those members who, due to illness, longer absence or for other good cause, have not participated in the work of the Academy for one year, in case that these members do not attend the Assembly.

The list of such members is determined by the Assembly at the proposal of the Executive Board of the Academy, submitted on the basis of the reports of the departments.

Article 31

The members of the Academy have the rights and the obligations defined under the Law on the Academy and these By-Laws, and more specifically:

- 1) to work on promotion of science and art and to be assisted in that work by the Academy,
- 2) to elect and be elected in the Academy's bodies,
- 3) to be the members of departments, boards and other Academy's bodies,
- 4) to be provided by the Academy, according to its possibilities, resources and conditions for scientific work and artistic creation,
- 5) to make proposals for the activity of the Academy,
- 6) to represent the Academy when they are entrusted with it by the Academy's bodies,
- 7) to regularly attend the sessions of the departments, assemblies and meetings of other bodies and to actively participate in their work,
- 8) to perform other tasks too, entrusted to them by the Academy's bodies.

A department may, at its own discretion and for justified reasons, release its member from certain obligations in the Academy, whereby the status of the member and his/her rights shall not be diminished.

Article 32

The members of the Academy outside the working structure have their rights and obligations referred to in the previous Article, except the right to elect the Academy's members and to be elected for the Academy's bodies.

Article 33

The members of the Academy outside of the working structure who settle down in the Republic, and who express a wish to be transferred to the working structure of the Academy, pass to the working structure, at the proposal of the department, and based on the decision of the Presidency confirmed by the Assembly.

Article 34

Foreign members of the Academy have the right to participate in the work of the Academy on promotion of science i.e. arts in the departments and at the session of the Assembly, however without the right to participate in decision-making.

Article 35

Newly elected members give their admission speech before the special public assembly of the Academy. Instead of a speech, writers can read from their literary works, and artists can display their new works. Assemblies referred to in the previous paragraph shall be held within one year as of the day of election.

Article 36

Full and corresponding members of the Academy shall be awarded an academic remuneration as a type of social recognition, which is paid on the monthly basis.

The size of the remuneration is determined at the level of the annual net salary of an employee in the Republic in the preceding month, according to the data of the Republic's Statistics Bureau.

The size of the remuneration referred to in the previous paragraph is increased as follows:

- 1) to the president of the Academy – by 100%,
- 2) to vice-presidents and secretary general – by 80%,
- 3) to the members of the Presidency – by 20%,
- 4) to the secretaries of the departments – by 50%.

For those members of the Academy who stay abroad for longer than one year, the rights referred to in Articles 31 and 36 of these Articles shall stay.

Article 37

Membership in the Academy is for life, and may be terminated by a resignation or based on the decision of the Academy's Assembly.

Based on the decision of the Academy's Assembly, a member's membership may be terminated if the Assembly, at the proposal of the Academy's Presidency, deems that further membership of the Academy's member would significantly affect the Academy's reputation.

The Assembly makes a decision by two-third majority, by secret ballot.

IV - MANAGEMENT

Article 38

The Academy's bodies are as follows:

- a) the Assembly,
- b) Presidency,
- c) Executive Board of the Presidency,
- d) president of the Academy.

a) Academy's Assembly

Article 39

The Academy's Assembly is a management body of the Academy.

The Assembly is made up of all full and corresponding members of the Academy.

The Assembly is convened at least once a year.

The Assembly is convened by the Presidency on its own initiative, and at the proposal of two departments or at the proposal of at least five full and corresponding members.

Regular annual Assembly is opened by the president of the Academy with an appropriate speech.

Article 40

The Academy's Assembly:

- 1) passes the By-laws of the Academy,
- 2) makes a decision on forming new departments,
- 3) defines work programs of the Academy,
- 4) discusses main issues in the field of the Academy's work and decides on them,
- 5) elects Academy's members,
- 6) elects and replaces the president, vice-presidents, secretary general and members of the Academy's Presidency,
- 7) confirms election of the department's secretaries and their deputies,
- 8) adopts the financial plan and the annual statement of the Academy,

- 9) issues approval for certain enactments passed by the Presidency,
- 10) performs other tasks too foreseen under law and these By-laws.

Article 41

In order for the work of the Assembly to be valid, the presence of the majority of the members of the working structure of the Academy is required, as well as the application of the provisions of Article 30 of these By-laws.

The By-laws of the Academy and its amendments are adopted by majority vote of the members of the working structure of the Academy, and other decisions are adopted, unless otherwise defined by these Bylaws, by the majority votes of the present members.

The members of the Academy as well as the Executive Board are elected by a secret ballot. Other decisions are made by public voting, unless the Assembly decides otherwise.

Article 42

The work of the Assembly is public, unless the Assembly decides otherwise.

b) Presidency of the Academy

Article 43

The Presidency of the Academy is an executive body of the Academy's Assembly.

The Presidency of the Academy is composed of: the president, two vice-presidents, secretary general, one member of the Presidency and the secretaries of the departments.

The president, vice-presidents, secretary general and the secretaries of the departments are *ex officio* the members of the Presidency.

The president, vice-presidents and the secretary general are elected from among the members of the Academy for a 3-year period.

Article 44

The Presidency of the Academy carries out the decisions and the conclusions of the Assembly, takes care of the application of the By-laws of the Academy and other general enactments of the Academy, adjusts and directs the work of the departments, boards and other bodies of the Academy, takes care of the execution of the work program of the

Academy and its tasks and performs other duties stipulated under the laws and these By-laws.

More specifically, the Presidency:

- 1) manages the overall work of the Academy between the sessions of the Assembly,
- 2) defines the proposals for work programs of the Academy and submits them to the Assembly,
- 3) adopts the annual plan for holding scientific conventions and approves the programs of those conventions,
- 4) adjusts work programs of the departments and of the other bodies of the Academy and is concerned with the execution of the work program of the Academy,
- 5) participates in adjusting the work programs of the Academy with the programs of the institutions and organisations in the field of science and culture with which the Academy collaborates,
- 6) at the proposal of the Board for the Publishing Activity, determines a publishing plan of the Academy and lays down the publishing conditions and authors' fees for the Academy's editions,
- 7) convenes the Academy's Assembly and submits reports to it as well as the proposals on the work of the Academy,
- 8) proposes the election of foreign members of the Academy,
- 9) forms and suspends boards, committees as well as other bodies. If these bodies are formed for performing scientific work or an artistic activity for which more than one department is responsible, it considers and adopts their programs and work reports upon the proposal of their respective department,
- 10) forms working bodies of the Presidency for performing certain tasks or duties,
- 11) decides on making contracts with the institutes thus regulating the relations between the Academy and the institute as well as the manner of the Academy's management of the institute, and performing of the supervision of its work,
- 12) appoints and delegates the Academy's representatives to the managing bodies of the scientific, artistic and other organisations as well as to other bodies,
- 13) keeps ties with the academies of sciences, scholarly and artistic institutions and organisations in the country and abroad,
- 14) regulates the use of the contents of the archives in the Academy,

- 15) proposes to the Assembly the annual financial plan and the annual statement,
- 16) organises inter-academy cooperation, discusses the initiatives of the departments or groups of the Academy's members, proposes founding of scientific centres or institutes, adopts plans for international and inter-academy cooperation,
- 17) adopts interim financial plan and interim statement of accounts,
- 18) adopts regulation on internal organisation and systematisation of workplaces of the Academy's Secretariat,
- 19) decides, at the proposal of the departments, on travels in the country and abroad,
- 20) passes general enactments, in accordance with the law, from within the purview of the Academy and submits certain general enactments for approval of the Academy's Assembly.

The Presidency may form standing or temporary working bodies (boards, committees, etc.) for performing certain tasks from within its purview. The scope of work of such bodies is regulated in more detail in a decision on forming of these bodies.

Article 45

The Presidency adopts the Rules of Procedures for its work.

Article 46

The Presidency performs tasks from within its responsibility at sessions. The sessions of the Presidency are held as needed, and at least once in two months.

The Presidency may make valid decisions if more than a half of the members of the Presidency attend the session.

A secretary who is absent or was prevented to attend is replaced by his/her deputy. The decisions of the Presidency are made by majority vote of the present members.

The minutes from the previous session and the pertinent material for each item of the agenda are enclosed to the invitation to the session of the Presidency.

Article 47

The sessions of the Presidency are convened and chaired by the president of the Academy, and in case of his/her not being able to attend, he/she is replaced by the vice-president of the Academy.

The secretary of the Academy also attends the session of the Presidency.

Upon an explained written request of certain departments or of at least 3 members of the Presidency, the president is required to call the session of the Presidency within 7 days.

Article 48

Minutes on the session of the Presidency is kept by the secretary or a person appointed by him/her.

The secretary general of the Academy and the secretary of the Academy are responsible for execution of the minutes of the Presidency session.

Article 49

The Presidency may form standing or temporary committees and other working bodies for the work on certain issues from within its purview and for the performance of a specific task or operation of the Academy. Their position as well as the scope of their responsibility is regulated by a decision on forming.

c) Executive Board of the Presidency

Article 50

The Executive Board of the Academy's Presidency is an executive body of the Presidency.

The Executive Board of the Presidency is composed of: the president of the Academy, vice-presidents and the secretary general of the Academy.

Article 51

The candidates for the president, vice-president and the secretary general of the Academy are proposed by the departments or by at least 3 members of the Academy. The proposal may pertain to all the members of the Executive Board or at least to some of them.

The candidates that received the majority votes of all the members of the Academy in the working structure, with the application of provisions of Article 30 of these By-laws are elected the president, the vice-presidents and the secretary general of the Academy.

In case that the proposed candidates do not receive the necessary majority, the procedure for the candidature and election is repeated, preferably at the same Assembly session.

Article 52

The Executive Board of the Presidency:

- 1) executes the decisions and conclusions of the Presidency as well as the decisions of the Assembly entrusted to it by the Presidency,
- 2) performs all current business as well as the operations for which it is authorised by the Presidency,
- 3) takes care of proper spending of financial resources and the use of the Academy's assets,
- 4) submits proposals of decisions and conclusions to the Presidency and the Assembly,
- 5) monitors the work of the boards, committees and other scholarly units and services of the Academy,
- 6) resolves issues entrusted to it by virtue of these By-laws and the general enactments of the Academy, or based on the decisions of the Assembly and the Presidency.

In urgent cases it also resolves issues from the competence of the Presidency at times when the Presidency is unable to meet and submits such decisions to the Presidency, for its approval, at its first following session.

The Executive Board sessions are convened and chaired by the president of the Academy. The Executive Board sessions are also attended by the secretary of the Academy. The Executive Board meets as necessary. Decisions are made by majority vote, and in case of equal number of votes, the president of the Academy shall have a casting vote.

d) President of the Academy

Article 54

The president of the Academy represents and acts on behalf of the Academy, convenes the sessions of the Assembly, Presidency and the Executive Board and chairs them. He takes care of execution of their conclusions and in cooperation with the secretary

general of the Academy and the secretary of the Academy ensures compliance of the Academy's work with the legal requirements.

The President of the Academy makes decisions relating to the work and operation of the Academy.

Article 55

The President is a principal for the execution of the Academy's financial plan.

The President may transfer his/her authorities referred to in the previous paragraph, either entirely or partly, to the secretary general of the Academy, as an alternate principal, who, in accordance with the regulations, together with the secretary of the Academy and the Head of the Accounting, is responsible for proper and legal material and financial operation of the Academy.

Vice-presidents of the Academy

Article 56

The Academy has two vice-presidents.

The vice-presidents of the Academy assist the president of the Academy in performing operations from within their purview.

The secretary general of the Academy

Article 57

The secretary general of the Academy:

- 1) organises and coordinates the execution of the decisions and the conclusions of the Assembly, Presidency and the Executive Board,
- 2) organises preparation of the material for the sessions of the Assembly, the Presidency and the Executive Board,
- 3) coordinates the work of the secretaries of the departments and the presidents of the boards, committees and other Academy's bodies,
- 4) takes care of the Academy's editions and is an editor-in-chief of the Academy's editions,

- 5) is an alternate principal for the execution of the financial plan of the Academy and its funds,
- 6) exercises other rights and obligations in accordance with these By-Laws and the decisions of the Executive Board and the Presidency of the Academy.

V – ORGANISATION AND WORK OF THE DEPARTMENTS

Article 58

The Academy's departments, referred to in Article 10 of these By-laws, are made up of all the members of the Academy who are engaged in specific branch of science, i.e. the arts for which the respective department was founded.

A newly elected member becomes a member of the department in which his/her election was decided upon.

A member of the Academy may, at his/her own request, participate, without the right to decide, in the work of other departments too, with their approval, if he/she is engaged in the respective science, i.e. art.

Article 59

Departments organise the work in the field of science and art based on their work programs as well as the work program of the Academy.

Article 60

Scientific and artistic works of the members of the departments as well as of other scholars and artists are communicated and presented, discussed in the departments and the decisions are made on their publishing.

The main issues in the field of science and arts tackled by the respective department as well as the work of the Academy in general are discussed in the departments.

Article 61

Departments participate in the work of the joint bodies of the academies of science and other institutions and organisations and designate, as a rule, their members as their representatives, and if necessary, other distinguished scientists and artists too.

Article 62

In order to accomplish their tasks, the departments are primarily concerned with the following:

- 1) adopting the programs of their work, taking care of their execution and, through the Presidency, submitting the annual report to the Assembly,
- 2) at the request of the Presidency, providing opinions and explanations on certain issues,
- 3) appointing reviewers, i.e. primarily members of the departments, for the papers submitted to the Academy in order to publish them in its publications and making decisions, based on written reviews,
- 4) recommending to the Presidency publishing or buying of works received in the department,
- 5) organising and proposing to the Presidency the studying of scientific problems which require cooperation of several departments,
- 6) considering and approving the work programs of the boards, committees and other bodies which form the parts of the departments, considering the reports on their work and adopting them,
- 7) proposing to the Presidency the organising of scientific conventions, forums, round table discussions, lectures, exhibitions as well as other conventions and activities,
- 8) submitting to the Presidency of the Academy requests for provisions of funds for the scientific and artistic work and for other needs of the departments, boards, committees and other bodies within the structure of the departments,
- 9) electing the secretary of the department and his/her deputy,
- 10) proposing to the Presidency their representatives for conventions and meetings of scientists and artists in the country and abroad.

Departments perform other tasks too mandated under the law and these By-Laws.

Article 63

Departments work in sessions.

The departments promote science and foster art through both concerted and individual work of their members, communicate, present and publish the results of scientific work and artistic creation of their members and of other scientists and artists, discuss and make conclusions regarding the development of science and arts in their respective branches.

Article 64

The departments may not incur financial liabilities on behalf of the Academy.

Article 65

Valid decisions can be made at department's sessions provided that more than a half of the total number of members of the departments in working structure are present, with the application of Article 30 of these By-Laws.

Departments make decisions and adopt conclusions by majority vote of the present members.

Article 66

The work of the department is organised by the secretary of the department, in accordance with the Law on the Academy, these By-Laws and other general enactments.

The department's secretary is elected by secret ballot by the members of the department. His/her election is verified by the Assembly of the Academy.

The secretaries of the departments are elected for a three-year period.

The secretary performs a duty starting from the day of his/her election in the department.

The secretary of the department informs the Executive Board, the Presidency and the Assembly about significant operations of the department.

At the proposal of the department or on the initiative of the Assembly, the Assembly may replace the secretary of the department from duty even before the expiry of the period for which he/she was appointed.

Article 67

The secretary represents the department in the Academy's bodies. He/she informs the Presidency and the Assembly about all the operations of the department.

The secretary of the department takes care of the preparation of the department's sessions, convenes and chairs those sessions and executes adopted decisions and conclusions.

The secretary, as a rule, edits the departments' publications and submits them to the Executive Board of the Presidency. He/she may appoint other members of the department as the editors of certain editions.

The secretary of the department performs other duties too related to the work of the department.

If necessary, the secretary may make a decision which is within the competence of the department, provided that he/she submits his/her decision at the first subsequent meeting for the department's approval.

Article 68

The secretary of the department has a deputy who is elected by the department from among its members, by secret ballot, for a 3-year period.

His/her election is verified by the Assembly.

The deputy replaces the secretary when he/she is absent or prevented from attending and assists him/her in work.

Boards, committees and other bodies

Article 69

The work of the Board is managed by a member appointed by the department.

The Board sessions are held as necessary.

The Boards submit to the department the annual, and if necessary the interim reports on their work.

The secretary of the department may participate in the work of all the boards, i.e. committees.

Article 70

Departments may have boards, committees and other bodies in which scientific work and artistic activity are performed.

Article 71

The Executive Board of the Presidency, at the proposal of the department, forms the bodies referred to in the previous Article from among the members of the departments as well as from among the other scientists, distinguished experts and artists.

The decision on forming these bodies specifies in more detail provisions on their work.

Presidents and the members of working bodies are appointed for a three-year period with a possibility of re-election.

The funds for the work of the boards, committees and other bodies are provided, as a rule, from the Academy's fund for scientific research.

Article 72

For performing certain (ad hoc) operations or tasks from the purview of the department, the secretary of the department may, upon the decision of the department, form separate working bodies.

Article 73

The department forms an organisational board for the organising of scientific forums, conventions, round tables and other assemblies of the department, with the approval of the Executive Board of the Presidency.

The department appoints the president of the organisational board from among the members of the Academy.

Article 74

The organisational board elaborates on the concept and the contents of the convention. After completion of the convention, the organisational board submits to the

interested departments and the Presidency the report on the progress and the results of the convention, as well as the overview of spent financial resources.

Article 75

The cost estimate for holding of a convention is defined by the organisational board, and is approved by the Executive Board of the Presidency.

Article 76

The Organisational Board, with the assistance of the Secretariat of the Academy, prepares the publications concerning the work of the convention. Each publication is published in accordance with the regulation on the publishing activity of the Academy.

VI – BOARDS AND COMMITTEES OF THE ACADEMY

Board for the Publishing Activity

Article 77

The Board for the Publishing Activity is a body of the Presidency which, based on the proposal of the departments and other organisational units of the Academy:

- 1) prepares the publishing plan and submits it to the Presidency for adoption,
- 2) determines the order of publishing certain works,
- 3) determines the type of edition in which a certain work will be published,
- 4) proposes to the Presidency the level of the author's fees for the Academy's editions,
- 5) determines technical conditions and graphic outlay of the Academy's editions.

The Board for the Publishing Activity in its work applies the provisions of the regulation on the Academy's publishing activity, adopted by the Presidency.

Article 78

The Board for the Publishing Activity is made up of the Academy's secretary general, vice-presidents and the secretaries of the departments, as its members.

In case of his/her absence or inability to attend, the department's secretary is replaced at the session of the Board by the deputy secretary of the department.

Article 79

The Academy has the other boards too, more precisely:

- 1) The Board for Coordination of Scientific Activity,
- 2) Board for International Cooperation,
- 3) Board for the Library and Documentation.

The tasks and the activity of the boards are regulated in a regulation passed by the Presidency of the Academy separately for each respective board.

The Management Board of the Academy's Fund for Scientific Research

Article 80

The Academy's Fund for Scientific Research is managed by the Management Board appointed by the Presidency of the Academy.

The Management Board is managed by the President of the Academy.

Article 81

The Management Board is made up of the president of the Board and the secretaries of the departments.

Article 82

Further provisions on tasks and the operation of the Fund are laid down by the Presidency in a separate regulation.

Committee for Trusts

Article 83

The Committee for Trusts is made up of: the secretary general of the Academy and one member from each department appointed by the Presidency of the Academy.

The work of the committee is managed by the president, elected by the members of the Committee from among its members.

Article 84

The Committee for Trusts:

- 1) takes care of keeping and maintaining the funds of the trusts and the Trust Funds,
- 2) makes proposal on the use of the resources of the trusts and funds, in line with their purpose,
- 3) takes care of execution of the decisions pertaining to the trusts and the funds,
- 4) proposes a financial plan for the operation of the trusts and trust funds to the Presidency,
- 5) submits the annual report on its work to the Presidency.

VII – TRUSTS AND TRUST FUNDS

Article 85

The Academy may have trusts and trust funds formed from the property bequeathed by a bequeather for that purpose.

The decision on accepting the bequest and forming of a foundation, i.e. the foundation trust, is made by the Presidency of the Academy; in doing that the Presidency takes care of the Academy's tasks.

Article 86

The Presidency of the Academy adopts, according to the purpose of the bequest, the rules for each separate trust, i.e. foundation.

The rules for the bequest, i.e. foundations specify the bequeather, the type and the size of the funds and purpose of the endowment, i.e. foundation.

Article 87

Trusts and trust funds are managed by the Academy's Presidency, while taking care of the will of the testator, the rules of specific endowments, i.e. foundations, as well as the legal and other provisions.

Article 88

Financial and other tasks of the trust, i.e. the foundation, are discharged by the Secretary of the Academy.

The funds earmarked for accomplishing the purpose of the trust, i.e. the fund are disclosed separately in the financial plan of each endowment, i.e. trust.

Article 89

Financial operation of the trusts and trust funds is reviewed by the Committee for the Trusts of the Academy, which reports about it to the Assembly.

The Presidency of the Academy passes a regulation on trusts and trust funds which lays down general principles on their organisation and work.

VIII – THE ACADEMY FUNDS

Article 90

The Academy funds are provided from the budget of the Republic.

For the work of the Academy the funds may be used from the trusts, trust funds, foundations, funds obtained based on the contracts with third parties, funds from donors and other sources.

The Academy disposes of its funds independently, in accordance with the law.

Article 91

The funds obtained from the budget and earmarked for the scientific work and research form the Academy's fund for scientific research.

The fund may have other income as foreseen by law.

The fund's assets are determined and disclosed as separate items in the financial plan of the Academy.

Article 92

The Fund assets are used for financing the programs of scientific and artistic activity of the Academy and its units, for its publishing activity and financing of inter-academy and international cooperation. The Fund is managed by the Presidency of the Academy.

Article 93

The funds referred to in Article 91 of these By-Laws are determined and allocated according to the financial plan of the Academy, which, is passed each year for the calendar year, by the Academy's Assembly, at the Presidency's proposal. If the Assembly does not meet before the deadline stipulated by the law for passing the financial plan, the Presidency adopts an interim financial plan, which is submitted to the first following session to the Assembly for approval.

The Executive Board submits the proposal of the plan to the Presidency. The plan must contain detailed information on income and expenditures of the Academy as well as their explanation.

Article 94

The Academy's Assembly approves the annual statement of account of the Academy every year, in accordance with the regulations.

If the Assembly does not convene before the deadline stipulated by law for approving the annual statement of accounts, the Presidency approves the interim statement of accounts and submits it to the Assembly, in its first following session, for approval.

Article 95

The Academy may form other funds too in accordance with the law. Their purpose and the manner of work are regulated by the Presidency of the Academy in a special enactment.

Article 96

The Academy has a financial board made up of 3 members elected by the Assembly at the proposal of the Presidency, for a 3-year period.

The president of the Financial Board is elected by the Board members.

The Financial Board:

- 1) monitors the material and financial operation of the Academy and its foundations and submits its opinion on their legality and proper execution as well as on taking the necessary measures to the Presidency and the Assembly not later than within 15 days before the session of the Assembly, which makes decision on the annual statement of accounts,
- 2) monitors preparation of the financial plan and the annual statement of the Academy and submits its opinion on their legality and purposefulness, as well as the proposal of the measures that need to be taken, to the Presidency and the Assembly not later than within 15 days before the session of the Assembly in which they are to be resolved.

IX – SECRETARIAT OF THE ACADEMY

Article 97

The Secretariat performs expert, legal, financial, managerial, administrative-technical and other operations for the needs of the Academy.

The Presidency of the Academy passes a regulation on organisation and systematisation of workplaces of the Secretariat.

The Secretariat staff exercise their rights and obligations in accordance with the law, other regulations and these By-Laws.

The workers of other work units of the Secretariat answer for their work to the secretary of the Academy and are required to ensure legal, regular and timely performing of the operations of the units as foreseen by the regulation on systematisation of workplaces.

In the event of a breach of work duties by the Secretariat staff, the secretary of the Academy initiates appropriate actions and determines the measures in accordance with the Law on Labour Relations and the Collective Agreement.

Secretary of the Academy

Article 98

Secretary of the Academy:

- 1) manages the Secretariat of the Academy and is responsible for legal, regular and timely performance of the operations of the Secretariat,
- 2) organises preparation of the material for the sessions of the Assembly, the Presidency and the Executive Board and takes care of performance of their decisions and conclusions,
- 3) is an alternate principal for the execution of the financial plan of the Academy and its funds,
- 4) represents the Academy based on the authority vested by the president of the Academy,
- 5) performs other tasks too foreseen by the law, these By-Laws and based on the authority of the president of the Academy.

Article 99

The secretary of the Academy is appointed by the Presidency for a four-year period, based on the public announcement issued by the Presidency. The same person may be re-elected as secretary.

A graduate lawyer with the minimum of five years of work experience on similar assignments may be appointed the Academy's secretary.

Article 100

The secretary of the Academy organises the work of the Secretariat of the Academy in accordance with the decisions of the Executive Board and the Presidency. While doing that, he/she is required to adjust the work of the Secretariat with the tasks that he/she is charged with by the departments, boards, committees and other bodies.

The secretary of the Academy submits to the Presidency the annual report on the work of the Secretariat, and is required to submit the interim reports on the work of the Secretariat too, at the request of the Presidency and the Executive Board.

X – PUBLIC NATURE OF THE ACADEMY’S WORK

Article 101

The Academy’s activity is public.

Article 102

The public nature of the Academy’s work is provided through communicating to the scientific and broader public, scientific research and artistic works, in scientific forums, artistic manifestations, gostovanja, expert meetings, by publishing the Academy’s editions, by presentations of the Academy’s representatives on television, radio and in other media, by disclosing information, publishing press releases etc.

Article 103

In exceptional cases the Presidency of the Academy decides, in accordance with the law, which material and data must be treated as secret, i.e. which material and data cannot be disclosed or in any other way made public until a certain point in time.

Documents that have a character of confidential material must be clearly marked.

Article 104

Academy’s documents are kept and arranged in its archives.

The manner and the conditions of using the archive documents are determined in a separate instruction passed by the Presidency of the Academy, in accordance with the law and these By-Laws.

The copyright regulations and the regulations on industrial property shall apply to publishing of the scientific and artistic results and inventions.

XI – TRANSITIONAL AND CLOSING PROVISIONS

Article 105

For the purpose of forming the new departments the Academy’s Assembly shall make a decision on forming the relevant committees for the election of new members from the branches from which there are no members in the Academy.

Article 106

Changes and amendments to these By-Laws are proposed by the Presidency, based on the obtained opinion of the Department.

Decisions on changes and amendments to the By-Laws are adopted by the Assembly by majority vote of the members of the working structure of the Academy.

Article 107

The Assembly, the Presidency and other bodies are required to pass general and other enactments foreseen under the law and these By-Laws within 6 months from the day of coming into force of these By-Laws.

Article 108

These By-Laws shall come into effect on the eighth day as of their putting up on the announcement board of the Academy.

The By-Laws were put up on the board of the Academy on 04th July 2003, and came into effect on 15th July 2003.

No. 99/03.

Banja Luka, July 2003